



Standard Operating Procedure  
Bureau of Land and Water Quality  
Date: August 1, 2002  
Doc num: DEPLW0503-A2002

## COVERSHEET STANDARD OPERATING PROCEDURE

Operation Title: **Processing of Site Location of Development Act Applications, Division of Land Resource Regulation**  
Identification No.: **DEPLW0503-A2002**  
Revision No.: **00**  
Originator Name: **Judy Gates**  
Reviser: **N/A**  
Effective Date: **08/01/02**

### **APPROVALS:**

Bureau of Land and Water Quality Director:

David A. Van Wie \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

QMSC Chair:

Malcolm C. Burson \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name Signature

### **DISTRIBUTION:**

( ) Bureau of Air Quality ..... By: \_\_\_\_\_ Date: \_\_\_\_\_  
( ) Bureau of Land and Water Quality ..... By: \_\_\_\_\_ Date: \_\_\_\_\_  
( ) Bureau of Remediation and Waste Management ..... By: \_\_\_\_\_ Date: \_\_\_\_\_  
( ) Office of the Commissioner ..... By: \_\_\_\_\_ Date: \_\_\_\_\_  
( ) Quality Management Steering Committee ..... By: \_\_\_\_\_ Date: \_\_\_\_\_  
( ) Bureau QACs and Lead auditors ..... By: \_\_\_\_\_ Date: \_\_\_\_\_



**Bureau of Land and Water Quality  
Division of Land Resource Regulation  
Licensing Unit**

**Standard Operating Procedure  
Processing of Site Location of Development Act Applications**

**1. APPLICABILITY.** This standard operating procedure (SOP) applies to all licensing staff in the Bureau of Land and Water Quality's Division of Land Resource Regulation (Division) after August 1, 2002. It applies to the processing of applications filed with the Department under the Site Location of Development Act (Site Law).

**2. PURPOSE.** This SOP is intended to establish consistent procedures for the processing of Site Law applications by the Division of Land Resource Regulation.

**3. RESPONSIBILITIES.**

3.1 **COMPLIANCE.** All licensing staff in the Division of Land Resource Regulation are responsible for becoming familiar, and complying with, the contents of this procedure during processing of an application. The attached appendices are to serve as reference materials throughout the processing of applications. Supervisors are responsible for ensuring that licensing staff is familiar with and adhere to the procedures outlined in this SOP. Enforcement & Field Services staff Drafting Department Orders will also adhere to these procedures.

3.2 **OTHER.** The Licensing Coordinator is responsible for initial development, approval, distribution, and maintenance of the proposed SOP. Policy and Procedures staff in the Bureau of Land & Water Quality will track this SOP. The name of responsible individuals, document title, dates of last revision, and document numbers will be recorded.

**4. GUIDELINES AND PROCEDURES.**

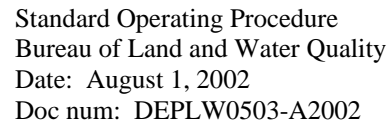
4.1 **ORIGINATION AND CONTENTS.** Division Licensing staff will use the Processing Checklist associated with this SOP when processing a Site Law application to ensure that all processing steps have been followed. The completed checklist will be included in the project file. Associated appendices will be used as guidance.

4.2 **SOP DEVELOPMENT AND APPROVAL PROCESS.** Approval of this SOP follows the preliminary draft cycle and final approval cycle for Bureau-specific SOPs described in SOP No. OC-PE-0001, Standard Operating Procedure Development, Format, Approval, and Distribution, dated June 15, 2001. The Director of the Bureau of Land and Water Quality and the Maine DEP's QAM approve the final SOP.



## **5. REFERENCES.**

- 5.1 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION QUALITY MANAGEMENT PLAN (JUNE 2001).
- 5.2 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE ON STANDARD OPERATING PROCEDURES (OC-PE-0001).
- 5.3 MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, BUREAU OF LAND AND WATER QUALITY, STANDARD OPERATING PROCEDURE SUPPLEMENT TO OC-PE-0001 (DEPLW2001-22).



Application #: \_\_\_\_\_      ATS#: \_\_\_\_\_  
 Pre-app Date: \_\_\_\_\_      Pre-sub Date: \_\_\_\_\_  
 Received: \_\_\_\_\_      Project –D-: \_\_\_\_\_

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